

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory

FROM:

Chief, Policy and Plans Group
Office of Security
4E-70, Headquarters

EXTENSION

NO.

DATE

1 NOV 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RMD/OIS
1236 Ames Bldg.
Attn. [redacted]

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FORM
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USE PREVIOUS
EDITIONS

1 NOV 1983

MEMORANDUM FOR: Chief, Records Management Division
Office of Information Services

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ATTENTION:

FROM:

Chief, Policy and Plans Group
Office of Security

SUBJECT: Annual Records Inventory

Per your request, attached is the FY-1983 Office of Security
Annual Report of Records Holdings.

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Attachment:
As stated

OS 3 2658

ANNUAL REPORT OF RECORDS HOLDINGS						NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Records Management Division Office of Information Services 1236 Ames Building				FROM: (Directorate and Office) DDA/OS Records Management Officer			
1. OFFICE FILES: Correspondence, Cases, Etc.				LINEAR FEET		CUBIC FEET	
						15,071	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.						132	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.						103	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.						1,043	
5. MAGNETIC RECORDS		Computer Tapes		NUMBER	/ / / / / / / / / /		
				189	/ / / / ÷ 7 =	27	
		Audio Tapes		14215	/ / / / ÷ 20 =	711	
		Video Tapes		128	/ / / ÷ 7 =	18	
		Disc Packs		47	/ / / ÷ 2 =	24	
		Word Processing Magnetic Tapes		30	/ / / / ÷ 12 =	.42	
		Word Processing Magnetic Cards		/ / / / / / / / / /	1 ÷ 6 =	.17	
		Magnetic Diskettes 5¼"		/ / / / / / / / / /	50 ÷ 5 =	10	
		Magnetic Diskettes 8"		/ / / / / / / / / /	91 ÷ 2 =	46	
		Paper Tapes (on reels)			/ / / / / / / / / /	-	
6. MICROFORM RECORDS		Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	.07	
			6	0	35mm ÷ 54 =	0	
		Aperture Cards		/ / / / / / / / / /	÷ 6 =	0	
		Microfiche		/ / / / / / / / / /	18 ÷ 6 =	3	
7. TOTAL VOLUME ON HAND (1 through 6)						17,189	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR						15,602	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE						INCREASE DECREASE <u>1,587</u>	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR						670	

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	<u>EQUALS ONE CUBIC FOOT</u>
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Records Systems Branch 1236 Ames Bldg.			FROM: (Directorate and Office) DDA/Office of Data Processing		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 1604	CUBIC FEET 1604	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. (5X8 CARDS) DO NOT include microforms.			32	7	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			3561	3561	
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 70,440	////// ÷ 7 =	10,062
	Audio Tapes		143	////// ÷ 20 =	7
	Video Tapes		543	////// ÷ 7 =	78
	Disc Packs		671	////// ÷ 2 =	335
	Word Processing Magnetic Tapes		0	////// ÷ 72 =	0
	Word Processing Magnetic Cards		//////	÷ 6 =	0
	Magnetic Diskettes 5 1/4"		//////	÷ 5 =	0
	Magnetic Diskettes 8"		//////	144 ÷ 2 =	72
	Paper Tapes (on reels)			////// ÷ 72 =	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	0
				35mm ÷ 54 =	0
	Aperture Cards		//////	÷ 6 =	0
	Microfiche		//////	88 ÷ 6 =	15
7. TOTAL VOLUME ON HAND (1 through 6)					15,741
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					15,299
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE 442
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					75

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10/25/83

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

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EQUALS ONE CUBIC FOOT

Letter and legal files	1 linear foot
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Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: °

EXTENSION

NO.

STAT RAO/OP

DATE

18 October 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1236 Ames

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1) Annual Records Inventory
FY 1983

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: Records Systems Br/RMD/OIS			FROM: (Directorate and Office) DDA/OFFICE OF PERSONNEL		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET	
				3394.7	
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				67.9	
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc. Carrousel slides				10.0	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				299.5	
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	///	0	
	Audio Tapes	Test tapes	/// ÷ 7 = ///	.1	
	Video Tapes	FELO	/// ÷ 7 = ///	5.7	
	Disc Packs	1	/// ÷ 2 = ///	2.0	
	Word Processing Magnetic Tapes	0	/// ÷ 12 = ///	0	
	Word Processing Magnetic Cards	///	÷ 6 =	0	
	Magnetic Diskettes 5 1/4"	///	÷ 5 =	0	
	Magnetic Diskettes 8"	///	÷ 2 =	.3	
	Paper Tapes (on reels)		/// ÷ 72 = ///	0	
	6. MICROFORM RECORDS	Reels	NUMBER (16mm) Approx 1000	NUMBER (35mm)	16mm ÷ 84 =
				35mm ÷ 54 =	0
Aperture Cards		///		÷ 6 =	0
Microfiche (200 per inch)		Approx 8000	///	÷ 6 =	.5
7. TOTAL VOLUME ON HAND (1 through 6)				3792.7	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				3779.8	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE				INCREASE DECREASE	12.9
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR (Includes computer listings, test data, recurring reports, duplicates, obsolete material and reports which have been converted to microfiche)				1410.0	

STAT

10/18/83
DATE